



Year End 2008

Evaluation, Feedback and Rewards

BE INSPIRED

Performance Management that delivers results

To meet today's demanding business challenges, **every associate** must deliver **solid performance**.

To enable this, **managers** need efficient and effective tools to measure and reward performance.

To gain **individual commitment**, the process must ensure associates have **input** to performance **expectations** and their **career**.

" Our associates **must** have the **opportunity** to deliver **exceptional** performance **every day**. Making this happen requires us to set **stretch goals**, enable associate **development** and drive **accountability** through **feedback** and **rewards**. "

-JOHN GILBERT, CEO AMERICAS

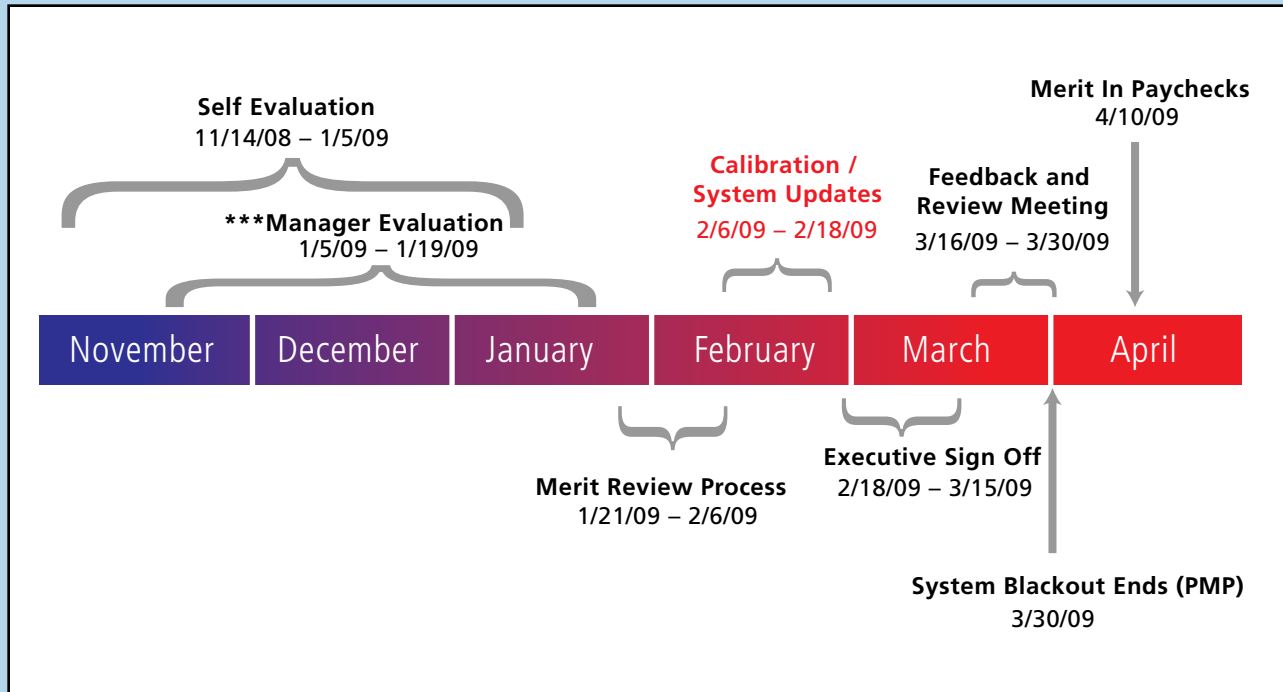
motiv8, Logistics PMP and CompPlanner enable these outcomes by:

- Aligning organizational and individual priorities
- Connecting Performance and Rewards
- Increasing performance and career potential through development
- Establishing collaborative platforms for career and performance expectations
- Delivering informational reports to support development, succession planning and recruitment



What I need to do and by when

Year end process



Self Evaluation
November 14 – January 5

Manager Evaluation***
January 5 - January 19

Merit Review Process
Tentative*
January 21 – February 6

Calibration / System Updates
Tentative*
February 6 – February 18

Executive Sign Off
Tentative*
February 18 – March 15

Feedback and Review Meeting
March 16 - March 30

System Blackout Ends (PMP)
March 30

Merit in Paychecks
Tentative* April 10

Bonus In Paycheck April

*** The manager can start the evaluation, once the associate has completed / submitted their self evaluation. If no self evaluation is completed the system will automatically move those records to manager evaluation.



What's New You asked for it, and now it's here

We took your feedback and made the tools better – *more efficient and effective*

DEVELOPMENT TOOLS

- ✓ Updated Curriculum Guide
- ✓ New E-Learning Platform
- ✓ E-Advisor / On The Job Development Tool
- ✓ Improved GAPS Grid and Instructions

More information on development tools can be found on the Exel Experience or in the Instructions section of Logistics PMP.

LOGISTICS PMP

- ✓ Added Potential Rating
- ✓ Added HR Web Reporting
- ✓ Improved Mobility Definitions
- ✓ Improved Printing and Manager Hierarchy
- ✓ Improved Tools for Site Succession Planning

COMPLANNER

- ✓ "Freeze Pane" Functionality
- ✓ Management Hierarchy Review
- ✓ Enhanced Proration
- ✓ Additional Custom Reports



Collecting the data one time

The information collected from motiv8 and Logistics PMP is directly imported into other systems and processes so managers only have to complete it one time.

		Merit and Rewards	Succession Planning	Internal Opportunities
Collected from MANAGERS	Goals achievement	✓		
	Performance Rating	✓	✓	✓
	Competency Ratings	✓	✓	✓
	Potential Rating		✓	✓
Collected from ASSOCIATES	Development Plan		✓	
	Career Aspiration		✓	✓
	Mobility		✓	✓

Using new reports from Logistics PMP and automated panel templates, managers can:

- Identify team development priorities
- Generate calibration and succession planning materials
- Coordinate with Recruiting to identify potential internal talent



How **overall rating** is determined

OVERALL RATING = WHAT (GOALS) + HOW (COMPETENCIES) FOR NEXT YEAR

FAR EXCEEDS	Maximum achievement of all objectives.	Far Exceeds or Exceeds on most competencies – nothing below Fully Meets rating	Capacity to expand responsibilities. Consider if ready to promote. Development Plan is a must.
EXCEEDS	Maximum achievement of a majority of objectives.	Exceeds rating on several competencies. Possibly a Partially Meets if a critical development need.	Possible capacity to expand responsibilities. Development Plan is very important to sustain high performance.
FULLY MEETS	High percent achievement of nearly all objectives.	A majority of Fully Meets ratings. Possibly Partially Meets on one or two competencies especially if new to role.	Doing well in current role. Development plan can improve ability to achieve more.
PARTIALLY MEETS	Partial achievement of most key objectives.	Partially Meets some competencies that impacted ability to deliver performance.	Needs improvement – possibly in the wrong role. Consider Performance Improvement Plan for more severe cases.
DOES NOT MEET	Low achievement on many key objectives.	Partially Meets or Does Not Meet on several competencies or those critical for performance.	Must improve - possibly in the wrong role. Performance Improvement Plan is a must.

The Overall Rating is a combination of what gets done and how it gets done.



Plan now for year end success

Review your notes, get feedback from others and set aside time to deliver reviews that:

- Highlight success and improvements
- Identify missed opportunities and areas of improvement
- Are clear about how the person is performing

Planning For Success

Hold Time Now

- Hold time (30 minutes) to complete your self evaluation in November and to complete reviews for your direct reports
- Hold at least one hour on your calendar in November/December to complete each performance evaluation for direct reports
- Schedule calibration and one-on-one feedback meetings now to avoid conflicts
 - o Send out invitations and reserve conference rooms/conference lines for the calibration meeting
 - o Schedule at least one hour for meetings with direct reports

Get Feedback From Key Stakeholders

- Contact any previous managers to gather feedback on performance
- Ask customers for comments on what's going well and opportunities for improvement
- Solicit feedback from peers or other team members who work closely with someone you manage
- Review old e-mails and notes to ensure your review reflects the balance of the year – not just the most recent activity

“ Through the participation of the entire Exel team in the year end performance planning process, we have substantially increased our ability to attract and retain the best talent in the market. ”

ROB ROSENBERG,
EVP HR SUPPLY CHAIN / CIS



FAQs Frequently asked questions

Who will use motiv8 and who will use PMP?

All Senior Directors and above will use motiv8, and all salaried exempt and non exempt Directors and below will use PMP.

How will the Year End process start for motiv8 users?

Manager Packets will be sent via email to managers for all their direct reports. CA/CV packets will be sent via email to each motiv8 user. As there is no self evaluation step in motiv8, send your manager your feedback.

How will the Year End process start for PMP users?

On November 14, all associates in PMP will receive an email from LogisticsPMP Online informing them it is time to begin their year end self evaluation.

What emails should I know for help?

For PMP system questions – Exel-US-HelpDesk@Exel.com

For PMP process questions – Contact your HR Business Partner

For CompPlanner – CompPlannerSupport@exel.com

How will I know my PMP associate has completed their self evaluation?

You will receive an email directly from LogisticsPMP Online.

Does an associate have to complete a self evaluation?

Although the system does not require it, a manager can. All self evaluations not completed by January 5th will be moved into Manager Review. A manager will be able to send a record back for further updates from the associate.

How will the Potential Rating be used?

This will be used in succession planning to understand the manager 's evaluation of an associate's potential to grow in the organization. The Potential Ratings are standard throughout the organization.

Is a Potential Rating required?

Yes. The system requires managers to submit a potential rating to complete the Year End review process.

How can I get PMP reports?

Your HR Business Partner can use the web reporting feature to download data for calibration, development planning and succession planning sessions.

